

Mass Printing for Locality Payment and NOAC 002 Correction SF50s

A new modification to the CHRIS system has resulted in greater flexibility in the mass print process. **Therefore, the CHRIS Technical team will only be creating print files for Headquarters sub-agencies and NNSA Albuquerque.** All other sub-agencies are asked to generate their print files according to the following schedule:

1449 – Chicago	Wednesday am
1609 – Idaho	Wednesday am
1481 – Savannah River	Wednesday pm
1953 – Richland	Wednesday pm
1653 – Oak Ridge	Thursday am
4162 – NETL	Thursday pm
4281 – Inspector General	Friday am
4298 – Ohio	Friday am
4236 – WAPA	Friday
All other sites	Print at your convenience

We are scheduling mass printing so that larger sub-agencies are not printing at the same time, which may slow the printing of individual reports and SF50s. If you are unable to print according to this schedule, notify the CHRIS Functional Hotline at 304-285-1310.

Please use the following instructions to print your sub-agency's NOAC 895 Locality Payment and NOAC 002 Correction SF50s:

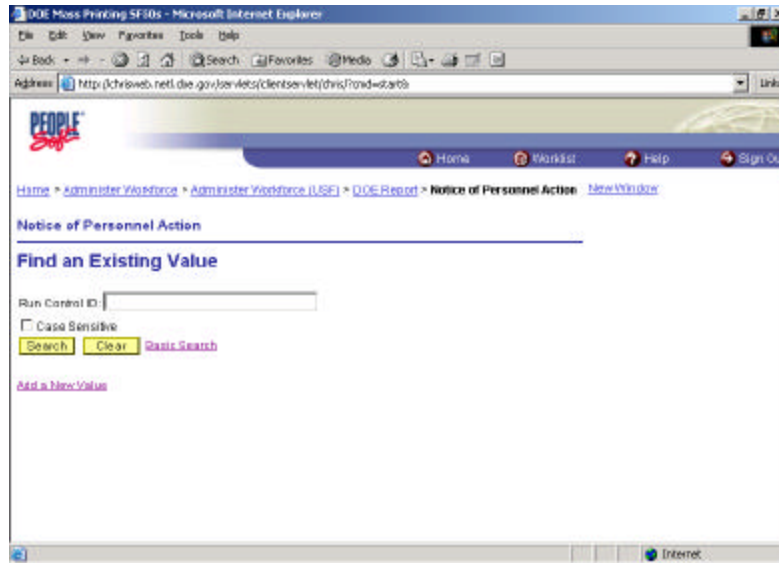
1. General Instructions

- **DO NOT PRINT A PAYROLL COPY. If payroll copies are required, the CHRIS Team will print and forward them to payroll.**
- Run the mass print process for each sub-agency within the POI.
- Run the mass print process for each copy of the SF50 (Employee, OPF, Utility). For example, Oak Ridge would run the mass print process nine times: one for each copy for each of the three sub-agencies—OR, ST, and XJ.

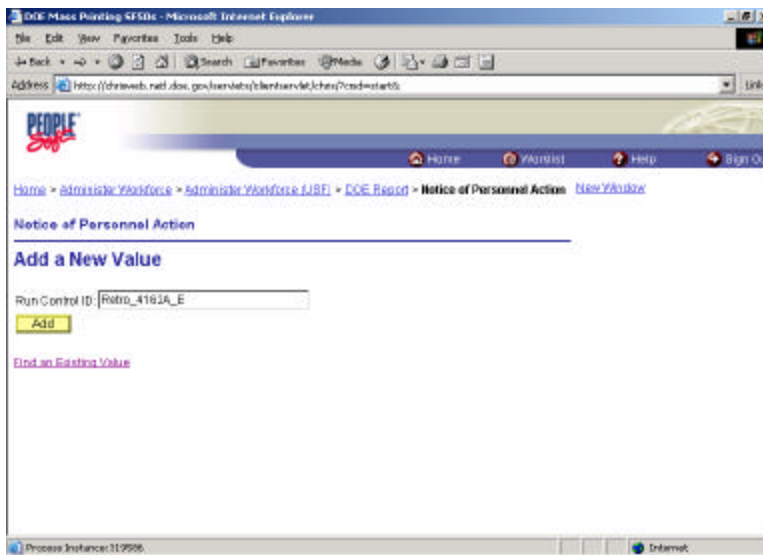
2. Follow these specific instructions to set up your mass print parameters:

Home/Administer Workforce/Administer Workforce (USF)/DOE Report/Notice of Personnel Action

- Click on Add a New Value to set up a Mass Print Run Control ID.



- Enter your **Run Control ID** and click on **Add**. For example NETL might use the following Run Control IDs:
Retro_4162A_E for Albany's Employee copies
Retro_4162A_O for Albany's OPF copies
Retro_4162A_U for Albany's Utility copies
Retro_4162_E for NT's Employee copies
Retro_4162_O for NT's OPF copies
Retro_4162_U for NT's Utility copies



- Enter the following data in the identified field:
POI: Enter your site's POI. (Remember if your office services more than one sub-agency, run the mass print process for each separate POI.)
POI Usage: Enter =.

Select Copies to Print: Check the box for **Employee** copy. (Select **OPF** and **Utility** on subsequent mass print runs.)

Within Batch Program: Check the box for **Within Batch Program**

Filter on My Work Only?: Select **No**.

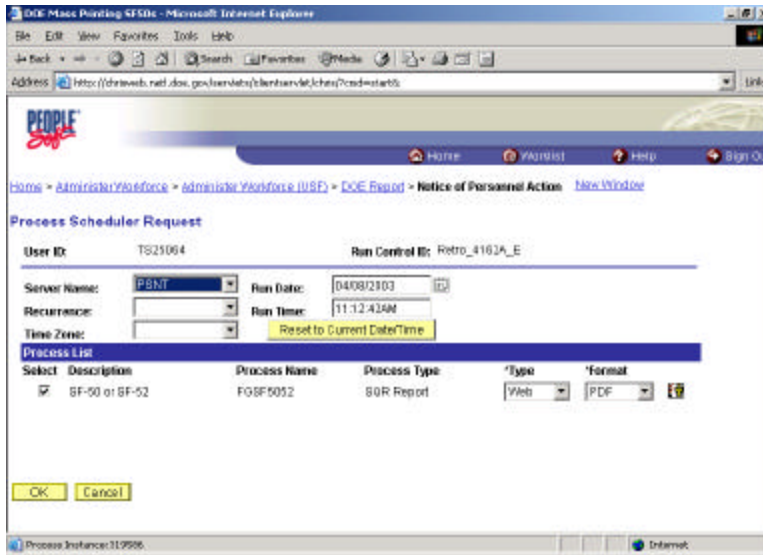
Date(s) based on: Enter **P** for Processed.

On Date: Enter **04/05/03**.

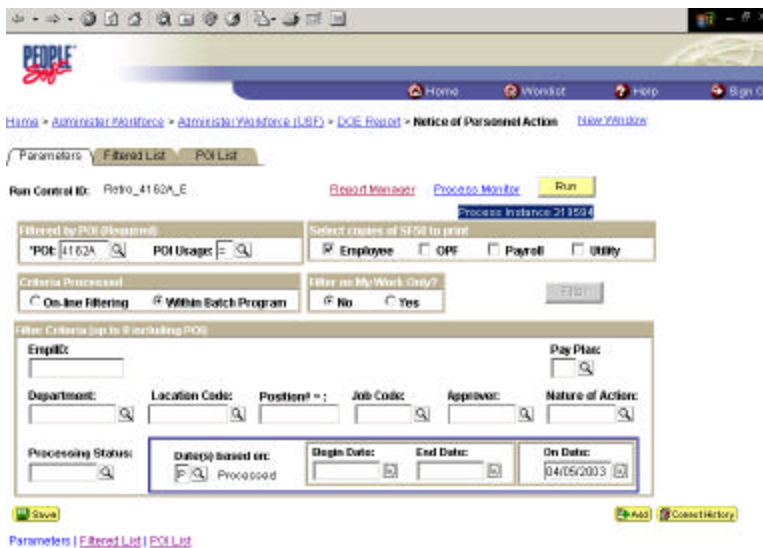
Note: These parameters will result in a file that contains the SF50s for both the NOAC 895 and the NOAC 002 actions.

The screenshot shows the PEOPLE Soft application interface. The top navigation bar includes 'Home', 'Worklist', 'Help', and 'Sign Out'. The breadcrumb trail is: Home > Administer Workforce > Administer Workforce (USF) > DOE Report > Notice of Personnel Action. Below the breadcrumb trail are tabs for 'Parameters', 'Filtered List', and 'POI List'. The 'Parameters' tab is active, showing the 'Run Control ID: Retro_4162A_E'. To the right are links for 'Report Manager', 'Process Monitor', and a 'Run' button. The main configuration area is divided into several sections: 'Filtered by POI (Required)' with fields for 'POI: 4162A' and 'POI Usage: ='; 'Select copies of SF50 to print' with checkboxes for 'Employee' (checked), 'OPF', 'Payroll', and 'Utility'; 'Criteria Processed' with radio buttons for 'On-line Filtering' and 'Within Batch Program' (selected); 'Filter on My Work Only?' with radio buttons for 'No' (selected) and 'Yes'; and a 'Filter' button. Below these is a 'Filter Criteria (up to 9 including POI)' section with various input fields: 'EmplID:', 'Pay Plan:', 'Department:', 'Location Code:', 'Position# =:', 'Job Code:', 'Approver:', 'Nature of Action:', 'Processing Status:', 'Date(s) based on:' (with 'P' selected and 'Effective' text), 'Begin Date:', 'End Date:', and 'On Date:' (with '04/05/2003' entered). At the bottom are buttons for 'Save', 'Add', and 'Correct History'. A footer bar contains links for 'Parameters', 'Filtered List', and 'POI List'.

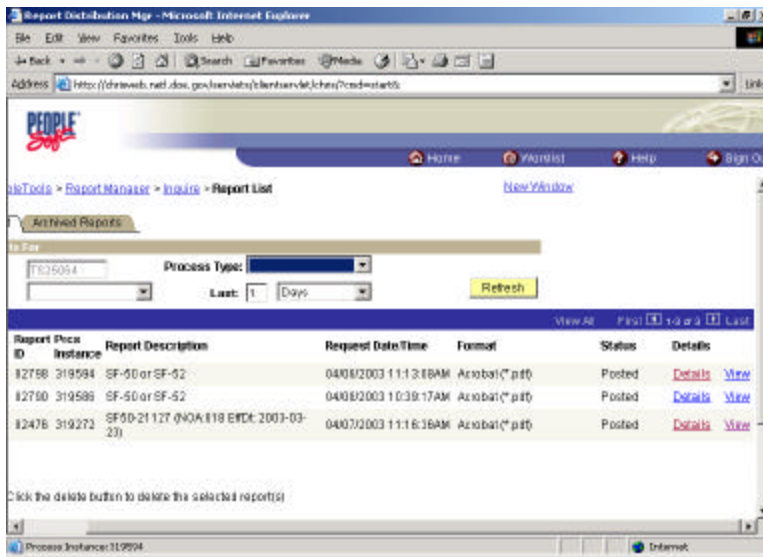
- Scroll down and click on **Save**.
- Scroll up and click on **Run**.
- Select **PSNT** as the Server Name, **Web** for Type, and **PDF** for Format. Click **OK**.



- If you are running multiple reports, note the Process Instance number under the Run button. This will help you determine which report to select under Report Manager.



- Click on **Report Manager**.



- Click on **Refresh** until report status displays as **Posted**, and then scroll to the right and click on **View**.
- Click on the **pdf** file to view the SF50s.
- Repeat for each **sub-agency** and/or each copy of the SF50.

Note: You don't have to wait for one process to finish before setting up the next process. You can process up to six at one time.